

Suggested language for letter to the Social Security Administration from F-1 student's ON-CAMPUS EMPLOYER (Verifying Employment)

(Typed or written on official school or department letterhead, and containing the employer's original signature)

Note: If the employer is the Designated School Official, this letter must come from another department of the school, for example, the department or payroll official who issues paychecks and/or is responsible for wage reporting.

To whom it may concern:

This is evidence of on-campus
employment
for: _____

(Name – F-1 Student)

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Start Date: _____ Number of Hours/Week: _____

Employer contact information: _____
(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Signatory's Title _____

Date: _____